



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REAL ESTATE APPRAISER COMMISSION
500 JAMES ROBERTSON PARKWAY, SUITE 620
NASHVILLE, TENNESSEE 37243
615-741-1831

CHANGE OF ACTIVE/INACTIVE STATUS APPLICATION

ACTIVE TO INACTIVE

The fee for changing from active to inactive status is \$25. A check or money order for that amount must accompany this form.

AFFIDAVIT

Under Rule 1255-7-.01, I would request that my license/certificate be placed in an inactive status. My current licensee number is _____. I understand that while my license/certificate is in an inactive status, I cannot conduct any appraisals. During this period of time, I shall not represent myself as an appraiser. I will pay renewal fees as appropriate.

Printed Name

Signature

Date

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public _____ My Commission Expires _____

INACTIVE TO ACTIVE

The fee for changing from inactive to active status is \$25. A check or money order for that amount must accompany this form. Proof of twenty-eight (28) hours or approved continuing education obtained within the past renewal period must also accompany the form.

Your license/certificate will be mailed to the office address as quickly as possible after receipt by the Real Estate Appraiser Commission of this correctly completed form and appropriate fee. You may not actively engage in real estate appraisal until the license/certificate has been received and posted within the office.

AFFIDAVIT

I certify that I have taken the required twenty-eight (28) hours of continuing education within this renewal period. I shall not begin the practice of real estate appraising until such time as I have received my license/certificate and it has been posted within the office.

Printed Name

Signature

Date

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public _____ My Commission Expires _____

TO THE LICENSEE:

This form must be completed to change your status from active to inactive or to return to an active status. The fee is \$25 for either transaction. **This form only changes your status.** Please read below regarding renewals and other requirements.

Renewals - 3-4 months prior to expiration date

If changing from **active to inactive** within renewal period (after renewal form has been issued by office):

- 1) \$25 application fee is required
- 2) renewal fee of \$100 is required
- 3) no continuing education is requested

If changing from **inactive to active** within renewal period, the following is required:

- 1) \$25 application fee
- 2) \$350 renewal fee
- 3) \$50 Federal Registry fee
- 4) proof of 28 hours of continuing education taken within 2-yr. licensing cycle
- 5) proof of 7-hour USPAP Update within 2-yr licensing cycle

Change of Status Within Licensing Cycle (no pending renewal)

1. Prior to the renewal period throughout the licensing cycle, if going from **active to inactive**, only \$25 and appropriate application required.

2. If in the midst of licensing cycle and changing from **inactive to active**, the following is required:

- a) \$25 and appropriate application
- b) \$250 additional renewal fee
- c) \$50 Federal Registry fee
- d) proof of 28 hours of continuing education within current 2-yr. licensing cycle (if required)

Late Fee

Inactive renewals also require a \$100 late penalty fee if not submitted thirty (30) days prior to the expiration date of the license or certificate.